

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) Meeting

**Attendees:** Arek Owczarek, Kasson Bratton, Laurie McLellan

**Minutes:** Samantha Zou

**Matters to follow up:**

- 1. Adult Bathrooms

**Proposals or Agenda:**

- 2. Sept 28 Plans
- 3. Alumni Update
- 4. Strategy Team Retreat Feedback
- 5. Physical Restraint Training
- 6. Facility Department Structure
- 7. Requests of Furniture Ordering

Outcomes		
Description	By When	By Whom
1. SLT continue to discuss the current adult bathrooms allocation. The busiest bathrooms are those two beside the staffroom. Kasson will investigate the frequency of use of students' bathrooms at the Design area and will report back to the next meeting.	/	Kasson SLT
2. The meeting of "Since 1992" arranged on Thursday (Aug. 23), planning and ideas will be shared by committee.	Aug. 23	Since 1992 Committee
3. Laurie shared the up-to-date data of Alumni, over 50 people have signed up through our website "Alumni Connections", we would like the number increase to 100 before Sept 28. Laurie will coordinate publishing 25 stories as part of NIS history. The goal is to have this done by the end of the school year.	/	SLT
4. The Strategy Team retreat was held successfully on Monday (Aug 20) with positive feedback. The Strategy Team will focus working on "NIS little book 2020". In the future students might also be invited to join the team to reflect Student Voice and Choice".	/	Strategy Team
5. SET is considering having a training for faculty about physical restraint, Kasson is looking for more information. What is on offer just now is much more comprehensive than for our needs.	/	Kasson
6. The current facility department structure will be adjusted, more details will be published next week.	Next Week	OFT/HR

7. Arek mentioned that his team has received many requests for furniture orders. O&F team proposed that SET could provide a master plan for ordering that could be processed. Kasson will follow up. Unfortunately we have some requests matching items that were decluttered out in June. We need a more sustainable approach.	/	Kasson
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\*OFT - Operation and Finance Team